Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Dr. Lorinzo Foxworth, Vice President Gabriel, Dr. Hill, Dr. Leidig, Dr. Loochtan, Dr. Ramsammy, Dr. Sachs, Dr. Saperstone, and Executive Vice President Schiavelli and Dr. Templin.

Guests: Mr. Stephen Brunelle, Clery Coordinator, Ms. Kara Buenafe, Education Support Specialist, Chief of Police Dan Dusseau, Police Lt. John DeGurse, Ms. April De La Rosa, Administrative Services Division Manager, Mr. Tom Kasman, Manager of College Leases, Dr. Sharon Robertson, Associate Vice President for Academic Services, Mr. Dan Wells, Facilities Planning and Support Manager, and Ms. Charlene Wilkins, Community Relations Specialist.

Woodbridge Campus Briefing

Dr. Hill presented campus updates on: the new Regional Center for Workforce Education and Training (RCWET) scheduled to open in early 2016; a newly planned model for a SportsPlex; and, the Year Up Program being launched at the campus. The Regional Center is a partnership between NOVA and the Prince William County Office of Economic Development with the goal of keeping the incumbent workforce competitive in Prince William County. Prince William County provided $1,000,000 toward the project. The RCWET will be a driver for economic growth throughout the region by providing training and certification in response to local industry needs that will include professional certifications in Cyber-Security, government and DOD; a Cyber Range; a Project Management Institute; an Entrepreneurial Institute; and, a Telework Center and 3D Fab Lab. This building will be available to the entire community.

Dr. Hill also presented preliminary mockups of a planned multi-purpose SportsPlex modeled after the Freedom Aquatic Center in western Prince William County developed through public and private partnerships. The facility would serve the educational, health and wellness needs of NOVA students and the residents of eastern Prince William County. Additionally, this facility and the accompanying athletic fields could be a source of revenue for the County by serving as a venue to host competitive athletic events. Currently, potential partners include Prince William Soccer Inc. and Sentara Healthcare.

Dr. Templin highlighted the need for a model in which workforce and credit programs work together to meet the needs of industry whether credit or noncredit and, in addition, would also feed into our academic programs.

Dr. Hill showed a 60 Minute video segment of the Year Up program that featured a corporate boot camp designed to provide underprivileged students with the necessary professional skills to find and keep jobs. The program highlights the changing perceptions that can be realized by tapping talent among the nation’s poorest student populations.

Dr. Templin summed up the presentation by saying Year Up will likely change the culture of the campus when other students see Year Up students arriving on time, in a coat and tie, and being
hired before they complete the program. The goal is to eventually scale up the program to 1,000 students at NOVA.

Access

- **Fall Enrollment:** Dr. Gabriel distributed the current enrollment figures for the week that showed a negative 1.9 percent when compared to the same time period last year. When factored in, both ELI and Dual Enrollment figures should bring down the negative figure by the end of the semester. CBO programs will also contribute to increased enrollment. Retention efforts will likely also translate into higher enrollment in the Spring semester.

Dr. Templin congratulated the Loudoun and Manassas campuses for their continuing enrollment contributions: Loudoun with 4.5% and Manassas with 3.5%.

Dr. Templin indicated that while the college is expected to experience substantial dual enrollment increases, other non-VCCS institutions have come into our service areas offering dual enrollment programs. While NOVA has proximity and the infrastructure in place, there is a continuing need to create the best environment so that schools look to NOVA as the preferred provider. There may be some areas in which the college can such as the burden of paper work local schools are currently experiencing.

Dr. Templin reiterated the goal to make Dual Enrollment part of the college’s overall academic strategy, to prepare students for college earlier and help them complete the first year of their Associate Degree and at a lesser cost.

Adjunct Faculty

Dr. Gabriel distributed an executive summary of an Adjunct faculty pilot survey done by OIR at the Alexandria campus in the Spring of 2014 that was designed to better understand the role, satisfaction, and commitment of Adjunct faculty at that campus. Four hundred thirty-nine Adjunct faculty were surveyed with 168 responses to six areas: employment, instruction, professional development, work environment, income and benefits, and job satisfaction.

With the exception of two areas the response rates were favorable. The results showed that 74% of those who responded reported that considering all aspects of adjunct work at NOVA, they were either very satisfied or satisfied.

The two areas that reported less than favorable results were the Commonwealth of Virginia’s policy cap that limits the adjunct teaching load to a 10-credit maximum (37% reported being affected); and, the level of pay at NOVA (54% reported being unsatisfied).

The Administrative Council approved the survey for college-wide distribution.

Dr. Templin reiterated the importance to the college of our Adjunct faculty and suggested there were areas that could be addressed by first creating a mechanism for listening and over time improving conditions. He stated that most Adjunct faculty teach at NOVA because they enjoy
working with students and the college needs to think holistically about best practices in the care of Adjunct faculty, including looking at salary comparisons with other colleges. Dr. Templin called for the formation of a subcommittee of Administrative Council members to begin addressing these issues.

**Faculty Evaluation**

This topic was tabled until the next Administrative Council Meeting

**Working Calendar**

Dr. Robertson explained that the working calendars were vetted by a number of different groups including the College Senate. As recommended by these groups, the Fall semesters begin on Mondays. Senate members recommended including ELI session dates and Dr. Sachs agreed that doing so would be helpful. While the Senate voted to approve the 2015-16, 2016-17 and 2017-18 calendars, concern was expressed over whether to keep, remove, or move to Thanksgiving week the two October non-instructional days.

Dr. Robertson reported that students appear to like the two days off in October as it provides a short break for them. At the Senate meeting, some faculty advocated for retaining the October non-instructional days, saying the days gave them time to catch up. Other faculty, especially those in lab sciences, proposed moving the two days to Thanksgiving week. Still other Senators felt that faculty tend to use the October days as vacation.

Administrative Council members were asked to consider two options: either to move the two days to Thanksgiving week, or leave them in October and provide time for professional development for faculty.

Administrative Council members approved the working calendars for all three years, retaining the two October non-instructional days for students and suggesting that the name of the two days be changed to "professional development" for faculty.

**Curriculum Committee Recommendations**

The following items were reviewed and approved by the Curriculum Committee at its September 4, 2014, meeting and presented to the Administrative Council for approval.

- **ENG 257 Mythology Revisions:**

  The English faculty who teach ENG 257 Mythology proposed revising the course title to "Mythological Literature" and updating the course description. The change will facilitate transfer as a literature course, differentiating it from another VCCS course (HUM 256) titled Mythology that teaches the subject from a different perspective. In developing the revised course content summary, the English faculty consulted with colleagues at other VCCS colleges.
• **ART 134 Three Dimensional Design Revisions:**

The Studio Art faculty proposed making ART 134 Three-Dimensional Design a variable 3-4 credit at the VCCS level so that it is better aligned with other studio art courses and would also bring Studio Art offerings into better alignment with 4-year B.F.A. programs in the state that offer an equivalent class. The extra hour of lecture will be used to increase student knowledge of new tools and equipment. Designed for students pursuing a studio art degree or personal enrichment, the course introduces students to new concepts and problems in developing three-dimensional studio art projects, and offers a natural progression of creative thinking and skill application to those students who have completed ART 121 Drawing I and/or ART 131 Fundamentals of Design. Deans with responsibility for art and faculty at other VCCS institutions supported this proposal.

• **Medical Laboratory Technology AAS Competitive Admission:**

Supported by their Dean, clinical affiliates, and Curriculum Advisory Committee, the Medical Laboratory Technology (MLT) faculty proposed implementation of a competitive admission process effective for the Fall 2015 cohort. With a limited enrollment capacity of 20 students per year, it is hoped that implementing a competitive admission process will reduce or eliminate attrition. Over the past three years the student attrition rate has averaged 36 percent. A student who leaves the Medical Laboratory Technology AAS program creates a void that cannot be filled until the program completes another admission cycle a year later. Improving the graduation rate will better enable the MEC to meet the increased demand for qualified MLTs in the service area.

Requiring the Reading, Math, and English Language Usage portion of the Test of Essential Academic Skills (TEAS) as part of the admission process will be an asset to student success. Curriculum Committee members questioned the emphasis on the TEAS test feeling that it might be biased against some populations and suggested placing more emphasis on grades, but ultimately voted to support this proposal, though not unanimously.

Dr. Loochtan will monitor this change and collect data on success rates.

• **Discontinue Technical Studies AAS:**

In response to the most recent VCCS viability study, Dr. Robertson proposed the discontinuance of the Technical Studies AAS.

The Technical Studies degree was designed to provide a framework that would allow colleges to quickly develop short-term or pilot technical programs. Each new program is called a “plan of study” rather than a specialization. However, NOVA faculty found it difficult to design technical curricula that meet local needs and adhere to the required VCCS protocols. There are no faculty assigned to the program, no active plans of study and no graduates since there was one in 2008-09. No students have been placed in it since 2009-10.
Administrative Council members approved the revision of title and course description of ENG 257 Mythology; making ART 134 Three-Dimensional Design variable credit for 3-4 credits at the VCCS level; the initiation of a competitive admission process for the Medical Laboratory Technology (MLT) AAS program; and the discontinuance of the Technical Studies AAS.

**Assessment of Parking Policy Changes**

Dr. Templin asked Administrative Council members to solicit input from their campuses on the results of the new parking policies. A discussion will take place at the next Administrative Council meeting.

**Lease Space Strategy**

Ms. April De La Rosa and Mr. Tom Kasman presented an update on the college lease space plan for the next three years including current leases and those with approaching expiration dates; proposed new leases; department locations; approval timelines; and, proposed departmental plan layouts with move in dates.

NOVA leases encompass approximately 245,000 square feet of space distributed across the Arlington Center, 7630 Little River Turnpike (previously known as Pitney Bowes), Manassas Innovation Park I and II, Reston Center, Signal Hill and Fairfax (also known as Pender). Ms. De La Rosa explained that the plan is to eliminate 118,533 square feet of current off-site space, and then replace it with more consolidated and cost effective locations while not compromising the daily operation in any of the departments in these locations.

An explanation was provided on department relocations and timelines with a listing of offices that require additional space, but in which locations have not yet been determined.

**Six-Year Capital Plan**

Dr. Templin distributed the six-year capital plan for 2016 through 2022 that included the same number of projects as the previous six-year plan and he solicited final input from Council members. The plan is divided by campus and details the approval status, project title, timetable, total cost, and the dollar amount of funding expected from state, local capital, auxiliary funds and other sources. He underlined the need to develop creative strategies for the best use of space as enrollment demands dictate.

Administrative Council members reviewed and approved the six-year capital plan to forward onto the NOVA board.
Clery Update

Chief of Police Dan Dusseau introduced Lt. John DeGurse, Commander of Administrative Services and Mr. Stephen Brunelle, Clery Compliance Coordinator, before presenting the 2014 NOVA Clery updates and the NOVA's new Clery Policy for review and approval by Administrative Council members. Some of the past year's accomplishments include:

- The creation of a NOVA Violence Against Women's Act group formed to respond to the federal reauthorization of the Violence Against Women's Act. The group includes representatives from Human Resources, the Police, NOVACares, Academic and Student Services, Legal Affairs and the Deans of Students. The VAWA group assists in the ensuring compliance with the new federal regulations.
- A NOVA Clery Committee formed as a sub-committee of the existing Emergency Management and Planning Committee and charged with reviewing and understanding the Department of Education Clery requirements and in order to establish a NOVA policy on campus security. In January of 2014 all NOVA Clery Committee members were trained and Clery meetings were held in March, May and September.
- A Clery Committee webpage developed to provide complete transparency on all matters relating to college security.
- The Annual Security Report (ASR) submitted to the Department of Education and distributed to all faculty, staff and students.

Chief Dusseau presented the new NOVA Clery Policy, the purpose of which is to provide guidance on and to clarify responsibilities for all members of the College community regarding the Crime Awareness and Campus Act better known as the "Clery Act" which is contained in section 485 of the Higher Education Act. The law requires colleges and universities receiving federal funding to, among other things, prepare, publish and distribute yearly campus security and safety policies and crime statistics in the form of an Annual Security Report (ASR). College community members are notified annually in September of the availability of the report and how and where to access the ASR.

The Clery Act policy applies to all members of the College community - students, faculty, staff, employees, contractors, vendors, and visitors are responsible for reporting crimes and/or suspicious activity. The policy also states that the college will collect, classify and provide crime statistics to the U.S. Department of Education on a yearly basis; identify and train Campus Security Authorities (CSAs); issue campus alerts and emergency notifications; publish and maintain Annual Security Reports (ASRs); maintain daily crime logs; provide tests and drills of the emergency response and evacuation procedures; publish and maintain an Emergency Action Plan; and, comply with the Violence Against Women's Act (VAWA) regulations. As a result of the new policy all NOVA faculty, staff, and contractors are now designated as Campus Security Authorities (CSAs) and as such are now required to complete Clery training which may be accessed through the NOVA Academy.

Chief Dusseau reiterated that NOVA is committed to providing a healthy and safe educational environment for all students, employees, and visitors.

Administrative Council members approved the new NOVA Clery policy.
Tracking

- Annual Continuity of Operations Plan (COOP) exercise – Nov 4
- International Travel Policy – Nov 11
- Student Learning Outcome Reports
- Policies Project Report
- CETL Advisory Committee
- Veterans' Issues and Organization
- Web Discovery Session